

CITY OF EVANSVILLE, INDIANA  
DEPARTMENT OF PARKS AND RECREATION  
100 E. Walnut Street  
Evansville, IN 47713  
(812) 435-6141  
FAX 435-6142

DATE\_\_\_\_\_

**PARK USE APPLICATION**

APPLICANT (Group, Club, Organization)\_\_\_\_\_

ADDRESS\_\_\_\_\_ ZIP CODE\_\_\_\_\_

REPRESENTATIVE\_\_\_\_\_ PHONE: Res.\_\_\_\_\_ Bus.\_\_\_\_\_

E-mail address\_\_\_\_\_

Park(s) Requested\_\_\_\_\_ Fax:\_\_\_\_\_

Date (s):\_\_\_\_\_ (Time):\_\_\_\_\_

Purpose:\_\_\_\_\_

Anticipated Attendance:\_\_\_\_\_ Number of Supervisors:\_\_\_\_\_

Extraordinary Service Required:\_\_\_\_\_

**Will alcohol be served: Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, please refer to Alcohol Rules and Regulations for Park Use required to be submitted with the Application. Without the prior disclosure on this Application and approval by the Board of Parks Commissioners, Applicant shall not permit its employees, volunteers, invitees or guests to furnish, consume, or sell any alcoholic beverages on or in a park facility other than as may be set forth in the attached Park Rules and Regulations.**

CATEGORIES OF PARK USE: I. Individual or Small Group Use - Under 300 Persons  
II Large Group Use – 300 Persons  
III. Mass Group Use- Over 500 Persons

I. In consideration of the Department of Parks and Recreation (“DPR”) granting permission to use the above facility at no fee or at a fee intended to merely recover cost as may be determined by DPR, Applicant, acting on behalf of all persons who will use the above facility at the above times, hereby agree to waive all claims for injury or loss of whatsoever kind to any persons or property involved in, arising from or connected to the above use. Applicant assumes the risks inherent in the use of the above facility and further agrees to indemnify and hold harmless DPR, the City of Evansville, the Board of Parks Commissioners, and their respective employees, directors, volunteers, representatives, agents and assigns, for all injury or loss of whatsoever kind to City/DPR property or to the person or property of others affected by or arising from the above use. Applicant agrees to abide by all federal and state laws, City Ordinances and all Park Rules and Regulations (which rules are printed on the back of or attached to this form and made a part hereof), in addition to any rules or regulations posted at the facility or otherwise maintained by DPR and their respective employees, directors, volunteers, representatives, agents and assigns. ***The violation of any federal or state law, city ordinance or Park Rule or Regulation occurring as a result of the activity which is the subject of this Application or a permit, or any misrepresentation or false statement made by Applicant on this Application, may result in the immediate revocation of the permit and termination of this Application.***

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II. In the event attendance during the term of the above use may or will exceed three hundred (300) persons at any one time, approval will not be granted until Applicant provides an Insurance certificate from an acceptable insurer naming the City of Evansville and the Board of Park Commissioners (collectively “Owner”) as co-insured on a general liability policy in amounts not less than **One Million Dollars (\$1,000,000.00)** per person for bodily injury or death of one person in any one occurrence, and **Two Million Dollars (\$2,000,000.00)** for injury or death of all persons in that occurrence, and **One Million Dollars (\$1,000,000.00)** per occurrence for damage to property belonging to Owner or third persons. The insurance policy shall contain provisions that prevent the policy from being materially changed or canceled without providing the Owner at least ten (10) days prior written notice of such intended change or cancellation.

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III. In the event exclusive use of a Park or portion of a Park is required by Applicant, or in the event attendance during the term of the above use may or will exceed more than Five Hundred (500) persons at any one time or more than One Thousand Five Hundred (1,500) persons during the aggregate term of the above use, approval will not be granted until Applicant obtains the approval by the Board of Park Commissioners. Should a violation of this Application due to increased attendance occur, all activity subject to this Application shall be suspended until such time as Applicant’s use is approved by the Board of Parks Commissioners.

IV. In the event attendance may or will exceed two hundred (200) persons at any one time and/or alcohol will be present or served, Applicant must, at its sole cost and expense, hire professional, uniformed security guards to be present at the facility at all times during Applicant’s use of the facility. Applicant must present proof of security to DPR at least forty-eight (48) hours in advance of Applicant’s use. Failure to provide proof of security may result in revocation of Applicant’s use permit and cancellation of this Application. While not required, DPR strongly suggests the hiring of security for all group use.

V. If the event involves use of the Greenway and attendance will not exceed three hundred (300) persons or participants, a refundable deposit of one hundred dollars (\$100.00) shall be submitted along with this Application. In the event attendance may or will exceed three hundred (300) persons or participants, a refundable deposit of two hundred and fifty dollars (\$250.00) shall be submitted along with this Application. All events which may or will exceed five hundred (500) persons or participants require a refundable deposit of five hundred dollars (\$500.00). Deposits shall be refundable in the sole discretion of the Executive Director of the Department of Parks and Recreation (the “Director”). The Director, in consultation with the Supervisor of Parks Maintenance, shall make a determination regarding whether to retain the entire deposit, a portion of the deposit or return the deposit to the applicant based on the following: 1) the

condition of the Greenway following the event; 2) Resources expended by DPR to clean or remove any trash or debris from the Greenway following the applicant’s use; and 3) Resources expended by DPR to repair any damage to the Greenway resulting from the applicant’s use. The Director’s determination shall be final.

By my signature hereon, I attest that I have the authority to sign on behalf of the Applicant seeking to use the above DPR facility, that I acknowledge that use of the above facility is at Applicant’s sole risk and that I have read and understand all of the above provisions along with the Park Rules and Regulations and agree to abide by them.

\_\_\_\_\_  
ATTEST

\_\_\_\_\_  
SIGNATURE OF APPLICANT OR REPRESENTATIVE

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OFFICE USE ONLY

Use Category \_\_\_\_\_  
Insurance Received \_\_\_\_\_  
License Agreement \_\_\_\_\_  
Other \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
DIRECTOR OF PARKS AND RECREATION

DATE APPROVED \_\_\_\_\_

Distribution:    Copy 1 - Applicant  
                      Copy 2 - Park Office  
                      Copy 3 - Park Maintenance Superintendent  
                      Copy 4 - Facility Superintendent

DATE DENIED \_\_\_\_\_

\*\*\*\*\* Maintenance fee for use of Park

DEPARTMENT OF PARKS AND RECREATION  
PARK RULES AND REGULATIONS  
CITY OF EVANSVILLE

*The park facilities of the City of Evansville are administered by the Department of Parks and Recreation. These rules and regulations are intended to enhance the quality of our parks and their use by the general public. The violation of any Park Rule or Regulation occurring as a result of the activity subject to an approved permit may result in the immediate revocation of the permit*

- USE/HOURS

1. All city parks shall be open for public use on a year-round basis. Parks close at 11:00 p.m. unless otherwise designated, or upon written permission of the Department of Parks and Recreation. The Director of Parks and Recreation may temporarily close or curtail activities upon any lands or waters, or any portions thereof, when it has been deemed necessary. Overnight camping is prohibited in the parks.
- NO SMOKING

2. Smoking is prohibited in the enclosed shelters and within 25 feet of such shelters. Smoking is also prohibited in all children’s playground areas within the parks.
- SOLICITING

3. No person shall canvass or solicit any contributions on park land. Also see item 15 on Sales. (MCE 3-21; No. G-75-28)
- GAMBLING

4. No person shall play any game of chance in any public park. (1C 35-1-104-7)
- VANDALISM

5. No person shall injure or damage any tree, plant, flower, or pull, cut, dig up or in any manner, mutilate any of the trees, shrubs, flowers, vines or plants of any kind or character in any park. (1C 35-1-66-1 and IC 35-1-68-1). No person shall injure or otherwise cause damage to any park building, structure or fence. Anyone causing damage will be prosecuted.
- BEVERAGES

6. No glass bottles or containers are allowed in the parks at any time.
- ALCOHOL

7. Alcohol is permitted for individuals 21 years old or older, in picnic/ballpark areas only. See Alcohol Rules and Regulations for Park Use.
- DRUGS

8. Narcotic drugs or controlled substances are strictly prohibited on park property.
- DOGS

9. All pets (dogs, cats, etc) shall be under the direct control of the owner by means of a leash. Pet owners must clean up after their pets. Pet owners that bring animals into the park shall have a plastic bag or other container to dispose of any feces of the animal
- HUNTING

10. No person shall kill, trap or pursue with intent to kill or trap any birds, waterfowl, squirrel, rabbit or other animals in any park.
- FISHING

11. No person shall catch or attempt to catch fish or aquatic life except where so designated. Individuals shall have proper and valid license to fish on park property.
- FIREWORKS

12. No person shall bring into or have in one’s possession, or set off any fireworks in or upon any park property.
- LITTERING

13. No person shall drop, throw, or place paper or rubbish in any park except in designated receptacle. Trash shall not be brought into a park for disposal.
- ADVERTISING

14. No person shall, without written permission of the Department of Parks and Recreation, post or fix any bill, to any building, fence or other structure within any park, or otherwise distribute any advertisements or circulars on park property. (MCE 1962, 2-9-4)
- SALES

15. No person shall sell or display for sale any goods, wares or merchandise with out the written permission of the Board of Park Commissioners.
- MOTORCYCLES

16. No bicycle, motorcycle, scooter, automobile, truck or other vehicle or horse shall be permitted in any park except upon the roads or on areas, which are designated and provided for such purposes. Speed limits within all parks shall be 15 miles per hour unless otherwise posted. (MCE 1962, Section 321.01, 321.03)
- SWIMMING

17. Swimming/bathing is prohibited in all parks, lakes or fountains. Personal bathing is prohibited.
- FIRES

18. No person shall make any fire except in fireplaces provided for this purpose or in private portable grills as approved by the Department of Parks and Recreation. Dispose of charcoal in a safe manner. No ground fires are permitted, except sanctioned/permitted programs at Wesselman Woods Nature Preserve and Howell Wetlands. Candles are not permitted within the parks.
- CONDUCT

19. All persons are forbidden to use threatening, abusive, or indecent language or commit any obscene or indecent act or fight in any park. (1C 35-1-54-4)
- JOGGING

20. Jogging is prohibited in Wesselman Woods Nature Preserve.
- PERMITS

21. Special use of parkland for entertainment, demonstrations or exhibitions requires written approval by the Department of Parks and Recreation. Insurance requirement must be met. No admission may be charged for any function unless approved by the Board of Park Commissioners.

22. Park facilities, unless reserved or permitted by the Department of Parks and Recreation shall be available on a first come, first served basis. A nominal fee may be collected for use of certain facilities or for use reservations.

23. ALL OF THE AFOREMENTIONED RULES REQUIRING WRITTEN PERMISSION REQUIRE THAT SUCH PERMITS BE CARRIED AND PRODUCED UPON DEMAND.

DEPARTMENT OF PARKS AND RECREATION  
ALCOHOL RULES AND REGULATIONS FOR PARK USE  
CITY OF EVANSVILLE

A. WILL APPLICANT BE SERVING OR PROVIDING BEER OR WINE? Check here (\_\_\_\_)

*If you have checked here, you must apply for a temporary beer/wine permit and a temporary employee's permit.*

B. WILL APPLICANT BE SERVING OR PROVIDING BEER, WINE AND/OR LIQUOR? Check here (\_\_\_\_)

*If you have checked here, you must hire a caterer with a supplemental caterer's permit. Permit applications required above may be obtained by calling the Indiana Alcohol and Tobacco Commission at 1-812-882-1292. You should also call the Indiana Alcohol and Tobacco Commission if you have any questions regarding their laws, rules and regulations.*

*Proof that the required Permits have been obtained from the Indiana Alcohol and Tobacco Commission must be submitted to the DPR at least forty-eight (48) hours in advance of the scheduled event.*

*The following rules and regulations apply to park use when Applicant's use may or will involve the selling, furnishing, giving away or consumption of beer, wine or liquor on park property.*

1. All Indiana Liquor Laws are applicable and enforced.
2. If Applicant knows or believes that alcohol will be present during Applicant's use of the park facility, Applicant is required to obtain the necessary permit(s) from the Indiana Alcohol and Tobacco Commission as set forth in A or B above, and as otherwise may be required by the Indiana Alcohol and Tobacco Commission. Please see contact listed above for information on how to obtain the required permits.
3. Applicant must, at its sole cost and expense, hire and provide professional, uniformed security guards for the duration of Applicant's use of the park facility. For Group Use over with expected attendance in excess of 200 persons, a minimum of two (2) security guards is required. The Department of Parks and Recreation suggests the use of off-duty Evansville police officers who provide this service. Please contact \_\_\_\_\_ for information.
4. Glass bottles are NOT permitted on park premises other than by a permitted caterer in connection with such services.
5. Applicant shall be liable for any damages to the park facility caused by Applicant, its employees, representatives, volunteers, guests, invitees or other persons in connection with Applicant's use of the park facility and shall hold the Department of Parks and Recreation and the City of Evansville harmless for any injury or damages to persons or property as a result of Applicant's use of the park facility.
6. Failure to abide by these and any other Park Rules and Regulations, may constitute a violation of State or Federal law and such failure by Applicant is at Applicant's own risk.

Any misrepresentation or failure to abide by these or any Park Rules and Regulations may result in the immediate revocation of the permit and termination of the Park Use Application.

*By my signature hereon, I attest that I have read and understand the above Alcohol Rules and Regulations for Park Use and agree to abide by them, that I have the authority to sign on behalf of the Applicant seeking to use a park facility and that use of the park facility is at Applicant's sole risk.*

APPLICANT

\_\_\_\_\_ Date\_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title